



United States Department of the Interior
National Business Center
Aviation Management
300 E. Mallard Dr., Ste 200
Boise, Idaho 83706-3991



In reply refer to: 113D

April 17, 2007

Memorandum

To: All Cooperators

From: Mark L. Bathrick, Associate Director, NBC, Aviation Management

Subject: Conversion of OAS Forms to AMD Forms

Brand consistency and brand recognition is an important attribute of any successful business. Although our brand was realigned to Aviation Management Directorate (AMD) some time ago, we are finally completing the last of our transition to this new name by updating the old OAS forms with new, revised, AMD forms.

An "AMD Forms Index" has been attached for your information. The old OAS form numbers remain the same in most cases; only the OAS prefix has been converted to AMD. A majority of these forms have undergone no more than minor revisions, i.e., an update of contact names or addresses. The OAS-23's have large stockpiles remaining. In the interest of saving money, AMD has decided to use this surplus before re-printing and circulating the new versions. The current stock is expected to be depleted in approximately one (1) to one-and-a-half (1.5) years.

Electronically available forms are located on our website at:
<http://amd.nbc.gov/library/forms.htm>. For those not listed, feel free to contact the originating office, or AMD's Administrative Specialist, Leslie Laraway, at 208-433-5003 or by email at Leslie_Laraway@.nbc.gov.

Mark Bathrick

AMD Forms Index

FORM NUMBER & TITLE		ORIGINATING OFFICE	CURRENT VERSION
-1	Logo	Director's Office	05/06
-2	RESERVED		
-2A	Fleet A/C Flight & Use Report & Instructions	Tech Services (Fleet)	Pending GPO
-3	RESERVED		
-4	Document Face Sheet	Finance	07/04
-5	RESERVED		
-5B	Final Salary Clearance Report – Government Employees	Director's Office	10/06
-5C	Final Salary Clearance Report – Contractors	Director's Office	10/06
-6	RESERVED		
-7	"Instructions" first page	Director's Office	07/04
-8	Collection Data Sheet	Finance	09/90
-9	ARA Best Value Determination.	Acq.	03/07
-10A	Airplane Rental/Charter Agreement (West)	FCC	03/07
-10B	Airplane Rental/Charter Agreement (East)	FCC	03/07
-10C	Airplane Rental/Charter Agreement (Alaska)	FCC	01/07
-11A	Helicopter Rental Agreement (West)	FCC	10/06
-11B	Helicopter Rental Agreement (East)	FCC	10/06
-11C	Helicopter Rental Agreement (Alaska)	FCC	01/07
-12	Rental/Charter Agreement Provisions	FCC	04/02
-13	Request for Contract Services	Acq. Mgmt.	12/06
-13A	Questionnaire for Airplane Services Reqmnts.	Acq. Mgmt.	12/06
-13H	Questionnaire for Helicopter Services. Reqmnts.	Acq. Mgmt.	12/06
-14A	Payment Summary - Rental Agreement	Finance	07/87
-14B	Payment Summary - Contract	Finance	08/92
-15A	Contract/Modification Register	Acq. Mgmt.	08/06
-15B	Contract File Documentation	Acq. Mgmt.	08/06
-15C	Contact Personnel Data)	Acq. Mgmt.	08/06
-16	Contract Award Recommendation & Funding Availability Cert	Acq. Mgmt.	08/06
-17	RESERVED		
-18	RESERVED		
-19	Notice to Proceed	Acq. Mgmt.	12/06
-20	Request for Rental Services	FCC	10/06
-21	RESERVED		
-22	Standard Specifications Additions/Changes Proposal	Acq. Mgmt.	08/06

-23	Aircraft Use Report Aircraft Use Report Instructions	Acq. Mgmt. Acq. Mgmt.	09/91 01/93
-24	Contract Instruction	Acq. Mgmt.	12/06
-25	"Safety Alert" Forms	Safety	08/06
-26	RESERVED		
-27	Computer Input Data	Acq. Mgmt.	09/06
-28	RESERVED		
-29	DOI Pilot Monthly Flying Record	Tech Services	10/06
-30A	Airplane Pilot Qualification Card-Interagency	Tech Services	07/06
-30B	Helicopter Pilot Qualification Card-Interagency	Tech Services	Pending GPO
-30C	RESERVED		
-30D	Airplane Pilot Qualification Card - DOI	Tech Services	Pending GPO
-30E	Helicopter Pilot Qualification Card - DOI	Tech Services	Pending GPO
-31	Supervisor's Annual Job Safety Interview Guide	Safety	08/06
-32	Collection, Deposit & Adjustment Register	Finance	08/92
-33	RESERVED		
-34	Safety Communique' Form (SAFECOM)	Safety	08/06
-35	Individual Development Plan	Director's Office	10/06
-36A	Interagency Data Card - Airplane	Tech Services	Pending GPO
-36B	Interagency Data Card - Helicopter	Tech Services	Pending GPO
-36C	Interagency Data Card - Airtanker	Tech Services	On hold
-37	Tech Bulletin	Tech Services	10/06
-38	RESERVED		
-39	Fuel Service Vehicle	Tech Services	10/06
-40	RESERVED		
-41	Aircraft Maintenance Personnel	Tech Services	10/06
-41B	Aircraft Maintenance Technician	Tech Services	10/06
-42	RESERVED		
-43	Aviation Accident Prevention Bulletin	Safety	08/06
-44	Authorization for OT & Comp Time	Finance	03/07
-45	RESERVED		
-46	RESERVED		
-47	Aircraft Data Card (EDP)	Tech Services/IRM	Pending IRM
-48	RESERVED		
-49	RESERVED		
-50	Landplane Flight Instruction Form	AKRO	12/06

-51	Seaplane Flight Instruction Form	AKRO	12/06
-52	Aircraft Review	AKRO	02/07
-53	Flight Review	AKRO	02/07
-54	RESERVED		
-55	RESERVED		
-56	RESERVED		
-57	RESERVED		
-58	RESERVED		
-59	RESERVED		
-60	RESERVED		
-60A	RESERVED		
-60B	Helicopter Pilot Requirements and Experience Verification	Tech Services	12/06
-61	Record of Aeronautical Experience	Director's Office	10/06
-62	RESERVED		
-63	RESERVED		
-64A	Interagency Airplane Pilot Qualifications & Approval Record	Tech Services	Pending GPO
-64B	Interagency Helicopter Pilot Qualifications & Approval Record	Tech Services	Pending GPO
-64C	Pilot Experience Verification Form	AKRO	04/07
-64D	Personnel Data Information and Pilot Carding	Tech Services	Pending GPO
-65	Notification of Temporary Suspension from Pilot Duties	Safety	08/06
-66	Solicitation Preparation Schedule	Acq. Mgmt.	08/06
-67	Helicopter Load Calculation (NFES 1064)	Tech Services	Pending cache
-68	Inspection Report	Tech Services	Pending GPO
-68A	Continuation of Inspection Report	Tech Services	Pending GPO
-69	Interagency Pilot Evaluation/Qualification Check	Tech Services	Pending GPO
-70	Contract Post-Award Conference Report	Acq. Mgmt.	08/06
-70A	Post-Award Conference Attendance	Acq. Mgmt.	08/06
-71	RESERVED		
-72	RESERVED		
-73	RESERVED		
-74	RESERVED		
-75	RESERVED		
-76	Request for Authorization of Approved Flight Routes	AKRO	10/06
-76A	Release of Aircraft Wreckage	Safety	08/06
-76B	Receipt of Aircraft Parts	Safety	08/06
-77	Aircraft Accident Checklist	Safety	08/06
-78	Release of Medical Information	Safety	08/06
-79	RESERVED		
-80	Aviation Program Evaluation Criteria	Safety	10/06

-81	Partenavia P68 Series: 100-Hour Inspection Checklist	Tech Services	10/06
-82	Turbine Engine Performance Analysis	Tech Services	10/06
-83	Maintenance Facilities Inspection Guide	Tech Services	10/06
-84	Helicopter Passenger Briefing (NFES 1132)	Training	Pending cache
-85	Instructions for Turbine Engine Trend Analysis	Tech Services	10/06
-86	Employee Application for Reimbursement of Expenses Incurred Sale of Residence Upon Change of Official Station	Finance	02/76
-87	Helicopter Power Check Turbine Engine (NFES 0211)	Tech Services	Pending cache
-88	Instructions for Helicopter Downloading Using Fixed Amt	Tech Services	10/06
-89	Verification of Vertical Reference External Load Training and Proficiency	Tech Services	01/07
-90	RESERVED		
-91	RESERVED		
-92	RESERVED		
-93	Special Reimbursable Service Agreement	Finance	05/04
-93A	Reimbursable Services Information Sheet	Finance	05/04
-94	RESERVED		
-95	RESERVED		
-96	RESERVED		
-97	Trip Plan/Approval Report	Finance	05/92
-97A	Itinerary	Tech Services	10/06
-98	RESERVED		
-99	RESERVED		
-100	RESERVED		
-101	RESERVED		
-102	RESERVED		
-103	Five Steps to a Safe Flight (NFES 1399)	Training	Pending cache
-104	Aircraft Use Rate Card	Finance	01/80
-105	RESERVED		
-106	Aviation Course Presentation Record	Training	10/06
-107	RESERVED		
-108	Subsistence Expenses - Employee & Immediate Family	Finance	01/90
-109	RESERVED		
-110	Travel Cost Analysis	Finance	10/06
-111	Aviation Safety Training Evaluation	Tech Services	10/06

-112			
-113	RESERVED		
-114	RESERVED		
-115	RESERVED		
-116	RESERVED		
-117	RESERVED		
-118	RESERVED		
-119	RESERVED		
-120	Certification of Insurance	WRO/ARO	06/04
-121	Request for Parking of Privately Owned Aircraft	AKRO	10/06
-122	RESERVED		
-123	RESERVED		
-124	RESERVED		
-125	RESERVED		
-126	RESERVED		
-127	RESERVED		
-128	RESERVED		
-129	RESERVED		
-130	RESERVED		
-131	RESERVED		
-132	Shipper Declaration and Pilot Notification for HazMat	Tech Services	08/06
-133	Designated Pilot Inspector Tasking	Tech Services	10/06
-134	Aviation Management Pre-Inspection Worksheet -Helicopter	Tech Services	10/06
-135	Aviation Management Pre-Inspection Worksheet-Airplane	Tech Services	10/06
-136	RESERVED		
-136A	Eval Report on Contractor Performance	Acq. Mgmt	08/06
-136B	Eval Report on Contractor Performance-Technical Inspection	Acq. Mgmt	08/06
-136C	Eval Report on Contractor Performance-ACETA	Acq. Mgmt	08/06
-136D	Eval Report on Contractor Performance-BLM-WH&B	Acq. Mgmt	08/06
-137	Aircraft Contract Daily Diary	Acq. Mgmt	09/06